



M. Jodi Rell  
Governor

State of Connecticut  
Department of Developmental Services

**DDS**

Peter H. O'Meara  
Commissioner

Kathryn du Pree  
Deputy Commissioner

Fritz Gorst  
Acting Regional Director

**TO:** Providers

**FROM:** Shannon O'Brien, Assistant Regional Director, West Region

**DATE:** July 28, 2008

**SUBJECT:** REQUEST FOR PROPOSAL

The Department of Development Services wishes to announce a request for proposals for the development of a residential program for one individual with possible expansion of another individual (not identified at this time) who would be a suitable roommate within a year of development of this program. Consideration will be given if there is an opportunity which currently exists and can meet this individual's needs. The location of where the program is to be located has not been identified but will be based on the provider's ability to provide supports as requested. The timeframe to begin this transition is November, 2008. The transition plan needs to be specific with a strong clinical oversight and involvement in order to promote success.

This individual has needs which will require the following considerations:

She will require a significant amount of clinical, behavioral and counseling support to be successful in the community. There is a need for nursing oversight. She will require staff who are sensitive to potential issues and can provide leadership for this individual to be successful and achieve her life goals. In addition, there are specific staffing complements and professional supports identified which need to be maintained by the provider who receives this award. There needs to be strong clinical oversight in this program. The agency should have knowledge and expertise in working with individuals who are dually diagnosed and assisting those individuals with transitioning back into community life. For this individual to be successful in making the transition back into the community this program will require staff who have been well trained in working with individuals who are dually diagnosed and who are diligent with boundaries, yet are supportive and provide encouragement for growth and development. The staff working with this individual will have to be mindful of these identified critical issues. As part of the review process in awarding this contract the department will require a detailed plan on how clinical supports will be provided.

West Regional Office  
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The provider who is awarded this contract will be monitored to ensure timelines documented in the proposal are adhered to within reason. The provider awarded this contract will need to provide the responsible region with monthly updates on the timeframes outlined in the proposal.

In developing this proposal the region is requiring providers to meet this individual before submitting a proposal.

Funding is limited and cannot exceed the cap of \$216,000, this is the cost based no roommate, the expectation is a roommate will be sought in conjunction with the region which will result in reduced costs. In addition, the expectation is that staffing would be titrated over time based on clinical data.

Proposal Requirements: Submit one original and five copies of the proposal

**Proposal Content:**

The proposal must provide a detailed plan of how clinical supports, monitoring and oversight will occur. Proposal shall include a detailed narrative and budget, which must include all expenses related to staffing benefit, supplies and Administrative and General Support. A and G must be specifically defined as to what is included in these costs. Staff, as identified as DIRECT support, must be the hours which are direct hours of support to this individual.

**State of intent/project summary:**

- Listing the individual and project summary

**Organization:**

- Mission statement or philosophy of the organization
- Providers experience and qualifications that directly impact the ability to provide desired service
- Letters of support or references from current and past entities for which the providers has conducted similar projects and a minimum of three phone numbers and addresses of individuals who can be contacted to provide information on the providers experience

**Table of Organization:**

- Board composition that includes professional representation in the field and family member of a disabled individual.

**Detail Design:**

- Description of services and supports to be provided
- Clinical supports and service delivery
- Specific information related to the personnel to be assigned to the project including job description

**Use of Community resources:**

- Plans to meet the needs of this individual, and connections with the community.

**Staffing patterns:**

- Specific hours of staff
- Proposal must use template to document schedule

**Specific timeframes:**

- Timeframes need to be documented in specific steps and target dates
- The region we require updates on the timelines identified in the proposal.

**Financial:**

- A detailed budget that show estimated annual operational costs, breakout of all costs room and board, A and G, Salary, benefits
- Evidence of specific capital to operate

**Proposal Requirements**

**Please Note: A CHRO Bidders Contract Compliance Monitoring Report must be completed in full, signed, and submitted with the proposal for the bid to be acceptable. This form can be found at [www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf](http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf).**

Please forward any questions you may have following the bidders conference to Domenica Perrino, in writing at [domneica.perrino@ct.gov](mailto:domneica.perrino@ct.gov). Questions will be accepted no later than August 26, 2008. All questions will be placed on the portal with a response, as well as, all inquiries made at the bidders conference for your review.

**Selection Process:**

The selection process will involve a review of the all the proposals. The Committee reviewing the proposals will represent the interests of the individual and regional staff. Interviews of providers may occur. Once all the proposals have been reviewed, recommendation for the award selection will be forwarded to the appropriate regional director for final approval.

Proposals may be used as the basis for negotiations. Regional Proposal for Selections of Private Providers will be followed by the Committee making the award.

Proposals to be submitted to:

Domenica Perrino  
Department of Developmental Services  
West Region  
250 Freight Street  
Waterbury, CT 06702

**TIMEFRAMES:**

July 28, 2008 posted on Portal

August 12, 2008 - Bidders Conference, will take place in the Training room of DDS West Region, Cheshire office, 25 Creamery Rd, Cheshire. Please contact Domenica Perrino at [domenica.perrino@ct.gov](mailto:domenica.perrino@ct.gov) if planning to attend.

September 12, 2008, proposals due to West Region, Domenica Perrino, Department of Developmental Services, West Region, 250 Freight Street, Waterbury, CT 06702.

Proposals evaluated Recommendation to Regional Director

Proposal awarded, transition process started